



## Participant Information Leaflet for Delphi study

**Study Title:** Exploring the development of a software system to aid impact evaluation of STEM outreach programmes in secondary education

**Investigator(s):** Youn Affejee, *Dr. Freeha Azmat, Dr. Michael Mortenson, Prof. Robin Clark.*

### Introduction

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

Please ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

### Who is organising and funding the study?

This study is funded by the Lord Bhattacharya Family Trust.

### What is the study about?

This study seeks to gather insight from key stakeholders involved in STEM outreach, including outreach providers and teachers, to better understand evaluation of STEM outreach programmes. It is hoped that consulting various key stakeholders in outreach will also form the basis for a software system that facilitates impact evaluation of STEM outreach.

### What would taking part involve?

**Participation in Delphi study:** Taking part in this research involves filling a short online questionnaire twice (referred to as Round 1 and Round 2) which focusses on impact indicators used in evaluation of STEM outreach. This data collection method is known as a Delphi study, whereby individuals with expertise in a certain subject provide their opinion on a debated topic.

Expectation for each round:

Round 1: Fill online questionnaire attached in this [email/message].

Round 2: Fill a similar online questionnaire when contacted in a few months, with the opportunity to change your response in Round 1. You will be presented with your response as well as an anonymised summary of other participants' response (e.g., mean average response to a certain question) to Round 1 beforehand.

Each round will take no longer than 10 minutes to complete.

**Informed consent** will be provided by participants within the online questionnaire in Round 1, in the 'Consent Form' section, by agreeing with a series of statements presented.

**Invitation to semi-structured Interviews:** Participants will also have the option to decide if they wish to be contacted for a semi-structured interview to further discuss evaluation of STEM outreach. This will be within the online questionnaire in Round 1, in the 'Invitation to a follow-up Interview' section, by responding to a binary (Yes/No) question.

### **Do I have to take part?**

No. Participation in this study is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation without giving a reason by contacting one of the research team. Further details about withdrawing from the study are provided later on in this document.

### **What are the possible benefits of taking part in this study?**

Participating in the Delphi study allows participants to have an input and, compare and contrast their input to other key stakeholders in STEM outreach regarding impact indicators used in evaluation of STEM outreach.

If participants agree to participate in the semi-structured interview, later on in this study, it will give them an opportunity to reflect on their involvement in outreach, with a focus on evaluation of outreach. Participants will also have an indirect input into developing a software system that has the potential to facilitate impact evaluation of future STEM outreach programmes.

The wider benefits of this study include providing stakeholders with a reflective lens when designing, delivering, and evaluating outreach and highlighting the role of outreach in the context of secondary education to a wider audience.

### **What are the possible disadvantages, side effects or risks, of taking part in this study?**

The questionnaire might impose a time burden upon participants. Participation is completely voluntary, and participants are free to stop the online questionnaire (both in Round 1 and Round 2) at any point.

### **Expenses and payments**

Participants will not be reimbursed for their participation in the study, nor will they receive any form of payment/token for their time.

### **Will my taking part be kept confidential?**

Yes. Several measures will be taken to ensure confidentiality:

- Data collected will be transferred from Qualtrics to the researcher's password protected university managed laptop on a University of Warwick filesystem as soon as possible after data collection, where the data will be stored (see subsequent bullet points for length of data storage),
- Personally identifiable data will be deleted at the end of the study,
- Research data will be reviewed after 10 years, in line with university policy, and will be safely deleted if they are no longer required,
- Data will be backed up periodically onto the researcher's University of Warwick OneDrive account, in password protected folders,

- Personally identifiable data collected will be kept separate to research data,
- Responses will be pseudonymised and will not be attributable to one individual,
- Access to all data collected will be restricted to the research team and will not be shared with anyone outside of that team,
- All data will be processed by the research team,
- No personal data will be transferred outside of the United Kingdom.

### **What will happen to the data collected about me?**

As a publicly funded organisation, the University of Warwick have to ensure that it is in the public interest when we use personally identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study.

We will be using information from you in order to undertake this study and will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation. The University of Warwick will keep identifiable information about you until the end of the study.

Research data will be **pseudonymised** as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the research data and will be replaced with a participant number. The key to identification will be stored separately and securely to the research data to safeguard your identity. It is possible to withdraw your data up to 72 hours after data collection (time elapsed will be deduced based on timestamp registered by Qualtrics upon data collection), without giving a reason. To withdraw your data from the study, please email the research team at [youn.affejee@warwick.ac.uk](mailto:youn.affejee@warwick.ac.uk) or [f.azmat.1@warwick.ac.uk](mailto:f.azmat.1@warwick.ac.uk).

### **Data Sharing**

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. The University of Warwick has in place policies and procedures to keep your data safe.

This data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

For further information, please refer to the University of Warwick Research Privacy Notice which is available here:

<https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Legal and Compliance Team at [infocompliance@warwick.ac.uk](mailto:infocompliance@warwick.ac.uk).

### **What will happen if I don't want to carry on being part of the study?**

Participation in this study is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation prior, during and up to 72 hours after filling the questionnaire without giving a reason by contacting a member of the research team via email ([youn.affejee@warwick.ac.uk](mailto:youn.affejee@warwick.ac.uk) or [f.azmat.1@warwick.ac.uk](mailto:f.azmat.1@warwick.ac.uk)).

Please note that if you withdraw from the study, it will not be possible to withdraw your data after 72 hours after filling the online questionnaire, after which point the data will have been

pseudonymised. To safeguard your rights, we will use the minimum personally identifiable information possible and keep the data secure in line with the University's Information and Data Compliance policies.

### **What will happen to the results of the study?**

Data collected as part of the study will solely be accessed and processed by the research team. However, pseudonymised research data ([see above for an explanation of pseudonymisation process](#)) will be shared with other participants in the Delphi study to aid their response in Round 2 – a key aspect of a Delphi study. Data shared will be kept to a minimum in this instance (e.g., mean averages of responses to 'Round 1').

Pseudonymised research data from the end of the study may also be included in outputs of the study, including:

- a doctoral thesis to be submitted at the University of Warwick,
- official reports issued by the Royal Academy of Engineering and the University of Warwick
- targeted peer reviewed journal and conferences.

### **Who has reviewed the study?**

This study has been reviewed and given favourable opinion by the University of Warwick's Biomedical & Scientific Research Ethics Committee (BSREC): BSREC 127/22-23.

### **Who should I contact if I want further information?**

Should you have any questions about the project, please feel free to email members of the research team, Youn Affejee ([youn.affejee@warwick.ac.uk](mailto:youn.affejee@warwick.ac.uk)) or Dr Freeha Azmat ([f.azmat.1@warwick.ac.uk](mailto:f.azmat.1@warwick.ac.uk)).

### **Who should I contact if I wish to make a complaint?**

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

#### **Head of Research Governance**

Research & Impact Services

University House

University of Warwick

Coventry

CV4 8UW

Email: [researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)

Tel: 02476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: [DPO@warwick.ac.uk](mailto:DPO@warwick.ac.uk).

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

**Thank you for taking the time to read this Participant Information Leaflet**